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FORM NO. 30-25
SEP 1952

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Classification and Wage

FROM : Office of Communications, Administrative Staff

SUBJECT: Reallocation of Position V-43.01

DATE: 27 October 1952

1. The Office of Communications requests that Position #V-43.01, Personnel Clerk, GS-203-5 Administrative Staff, Personnel Branch be reviewed and reallocated to Administrative Assistant (Travel Desk) GS-301-7.

2. This request is predicated upon the fact that the present duties and responsibilities of the position fall under the category of Administrative Assistant. A copy of the job description is attached.


Chief, Personnel Branch

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ATTACHMENT:

Job Description

OC-A/ WH: jc (10/29/52)

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